



POSTING NUMBER: HR21-0128

ISSUE DATE: 10/18/2021

TITLE: Administrative Analyst 2 (Procurement)

CLOSING DATE: 11/1/2021

DIVISION / OFFICE / UNIT: Local Government Services / Local Assistance Bureau

LOCATION: 101 South Broad Street,
Trenton, NJ

SALARY RANGE: P21: \$55,777.68 - \$78,967.17

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Review requests for creation of new cooperative purchasing systems and modification of existing cooperative purchasing systems. Investigate suitability of new members and new commodities in accordance with rules. Make determinations and communicate with system lead agents. Answer questions by email and telephone regarding cooperative purchasing programs and assist local contracting units in the requirements, completion of forms and other related areas. Investigate complaints against cooperative purchasing systems or cooperative system member's use of cooperative awarded contracts, along with exercising enforcement responsibilities of the Division pursuant to law. Conduct a review of existing cooperative purchasing systems memberships and commodities to insure conformity with the rules. Where needed, investigate, make corrections, and communicate with system lead agents regarding any necessary changes. Provide support and assistance generally for any procurement related functions of the Division as needed, including assistance with inquiries from local contracting units, processing contracting unit requests for Division approval, and researching and writing reports and guidance. Prepares clear, sound, accurate, and informative reports. May assist in investigating and developing solutions to problem areas. May assist in reviewing programs and activities, and evaluates their administrative objectives, efficiency, effectiveness, and suitability. Prepares correspondence in the course of official duties.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: Bachelor's degree from an accredited college or university.

EXPERIENCE: Two (2) years' experience in procurement through the competitive bidding process for a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Finance or accounting may be substituted for one (1) year pf experience.

SPECIAL TRAINING: n/a

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

ADDITIONAL NOTES: n/a

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR21-0128
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Or

Online application available at: <https://njdcaportal.dynamics365portals.us/dca-services/public-job-postings/>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer